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62-7268

MEMORANDUM FOR: Deputy Director of Central Intelligence
SUBJECT : Ceiling Increase for Cable Secretariat-Message Center

25X1

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1. The Cable Secretariat-Message Center has requested a ceiling increase of positions to This request has been reviewed by the Office of Personnel in relation to organization, staffing, grade structure, and work load and they find that the volume of work has increased appreciably in recent years, and backlogs are increasing. They report also that cable analysts are performing clerical duties in an effort to reduce the processing time lag and work backlog. The Director of Personnel recommends and the DD/S approves the ceiling increase subject to my concurrence.

2. The proposed ceiling increase is principally in the clerical level and I recommend your approval. No offsetting reductions elsewhere in the Agency have been determined although later in the month it is planned to propose some position ceiling adjustments as a result of the manpower survey.

JAMES A. BROSS
Comptroller

Approved:

J. A. Bross

Date

ILLEGIB

Deputy Director of Central Intelligence

BD/COMP/JMC/BNL/ljn (4 Oct. '62)
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1 - Comptroller

2 - Budget Division

EXCERPT
Excluded from automatic
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